



**CITY OF PORTLAND, DEPARTMENT OF PUBLIC SERVICES
PUBLIC PARK & SPACE APPLICATION (3 pages)
55 Portland St. ~ Portland ~ ME ~ 04101
207-874-8826 (Event Office) ~ Fax 207-874-8816
tvm@portlandmaine.gov**

**For uses of city property, there are typically: 1. fees charged for use of the area
2. a security deposit required 3. insurance required
(There may be fees due and applications required from other City Departments)**

TODAY'S DATE	1-13-2014	ORGANIZATION NAME	Cumberland County Soil & Water Conservation District					
ORGANIZATION ADDRESS	35 Main St., Suite 3		CITY	Windham	STATE	ME	ZIP	04062
CONTACT NAME(S)	Jami Fitch	TITLE	Stormwater Outreach Manager Erik Boucher Race Organizer					
HOME #		WORK	892-4700	CELL		FAX	207-892-4773	
EMAIL	jfitch@cumberlandswcd.org		EMAIL	ebouche1@maine.rr.com				
	Doug Roncarati	DAR@portlandmaine.gov		Julia Evans (DHS)	evansju@portlandschools.org			

PARK AREA OR PUBLIC SPACE REQUESTED	Ludlow Street (for Urban Runoff 5k start area) Stevens Ave (for Urban Runoff 5k finish area) Deering High School front lawn (for Green Neighbor Family Fest) (The Festival end of event is being handled and permitted through the School Dept.)				
EVENT DAY & DATE(S)	Saturday, April 26, 2014		RAIN DAY & DATE(S)	N/A – held rain or shine	
EVENT START TIME (i.e. set-up start time)	5:00 a.m.	EVENT END TIME (i.e. when event cleanup is complete)	4:00 p.m.	ACTUAL START & END TIME OF EVENT	Race: 9:00-11:00 a.m. Festival: 9:30 a.m. – 1:30 p.m.

EVENT NAME	EXPECTED ATTENDANCE
Urban Runoff 5k	700 (race)
Green Neighbor Family Fest	1,000 (festival)

DESCRIPTION OF EVENT:

This is the third annual Urban Runoff 5k to be followed by the Green Neighbor Family Fest, both to be held in the Deering High School area on Sat., April 26, 2014. The race and festival are being coordinated by the Cumberland County Soil & Water Conservation District with assistance from the city's Public Services Dept. (Stormwater Program) to raise community awareness about watershed and water quality issues. Approximately 700 runners are expected for the race, with 1,000 estimated to attend the Festival.

Race organizers would like to close off a section of street (Ludlow Street) for the Start Line and Stevens Ave for the Finish Line. Stevens Ave would also be closed as a staging area for the Festival itself (see attached Start Area and Finish Area maps). (Race designed by Erik Boucher, race director – phone: 207-210-8655)

Route: This is a 5 kilometer/3.1 mile run (see attached course map).

Runners assemble for race on and around Ludlow Street between Edgeworth Ave and Westminster St. At 9:00 a.m. runners take off down Ludlow St (heading north), then Left on Candlewyck Rd, then Right on Starlight Rd., then Right on Warwick St., Left on Glen Haven Rd. West, Right on Woodvale St., Get onto Evergreen Cemetery Trail, and Exit trail onto College St. inside UNE Campus, then Right on Stevens Ave., then continue down Stevens Ave., ending at finish line (just before Orkney Street).

Section of Ludlow Street closed to traffic: Columbia/Leland to Edgeworth Ave. (8:30 – 9:15am). Detour signs will reroute traffic around via Columbia St, Leeman St and Edgeworth Ave. A Parking Control Officer will be positioned at Columbia/Leland to assist with the street closure.

Section of Steven Ave closed to traffic: Higgins St to Pleasant Ave (7:30 am – 3:30 pm). Detour signs will reroute traffic around via Higgins St, Lawn Ave, and Pleasant St. A Parking Control Officer will be positioned at Stevens Ave and Ludlow St to assist with the street closure. A Police Officer will be positioned at Stevens Ave and Pleasant Ave to direct traffic at Pleasant Ave when runners are coming through the intersection. The officer will also direct traffic to detour down Pleasant Ave until the festival is over.

A Public Announcement system will be set up at the start on the sidewalk off Ludlow St. An announcer will play music and talk to participants from 8:30a.m. to 9:05a.m. Electricity for PA System will come from a generator.

A second Public Announcement system will be set up on the lawn in front of Deering High School next to the finish line on Stevens Ave. The announcer will play music and talk to participants from 9:20am until 11:00am.

Race intersections will be staffed by volunteers (to hold back traffic if necessary, and to let vehicles through intermittently when space

allows). Barricades would be used at the Finish Line intersections where traffic is detoured. "No Parking" signs will be needed for the UNE and Evergreen Cemetery side of Stevens Avenue from College St to Pleasant Ave. Orange cones will also be placed along the white line from College St to Pleasant Ave. Runners will run to the right of the cones along Stevens Ave.

We will provide a "beer garden" for race participants who are 21+. The garden will be set up on Stevens Avenue. The City's portable bike racks will be used as barricades to provide a perimeter around the beer garden, and City staff will be hired to provide security.

Green Neighbor Family Fest Description: The Green Neighbor Family Fest (GNFF) serves as the City of Portland's kickoff event to the Greener Neighborhoods Cleaner Streams Program, part of the City's Capisic Brook restoration effort. The goal of the GNFF is to raise awareness of the Capisic Brook watershed and impacts to it, and provide attendees an opportunity to celebrate Earth Day. Many local organizations will offer children's environmental activities about water or other conservation topics (forestry, energy, waste, etc.). Tables/canopies will be set up on the front lawn of Deering High School for these activities. Live entertainment will be provided, including music. A small stage (8' x 12') will be set up on the DHS front lawn for these performances. Some food truck vendors will be invited to set up inside the closed-off section of Stevens Ave.

IS THERE A REGISTRATION FEE?	Yes, for the race only.	
IF YES, HOW MUCH?	FEE	Race: \$20 pre-registration/\$25 day-of registration
	STUDENT FEE	\$ 12 pre-registration/\$15 day-of registration

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?

Athletes & festival attendees will be presented with a parking plan that encourages them to first ride their bicycle and also to carpool as much as possible. Some cars will be allowed to park on the Access Rd off Leland if space is available. Otherwise participants will be allowed to park on nearby neighborhood streets including the following: Ludlow St., Leland St, Edgeworth Ave., Westminster Ave., Columbia Rd., Rosemont Ave., Hillis St., Caldwell St., Marlow St., and Stevens Ave. A free bike valet parking area will be set up next to the Deering High School buildings.

PLEASE CHECK OFF AND ANSWER:

PLEASE SEE ATTACHED FEE SCHEDULE / DEPT. INFORMATION IF YOU ANSWER YES

		X-YES	X-NO	X-NOT SURE
*	Are you setting up a canopy(s) ? (canopy is 10x10 size) How many: 10-20 Canopies in large areas (Monument Square, Deering Oaks, Payson Park, Lincoln Park, Preble Street Grass Area), do not need Public Service's review. For smaller parks and squares (such as Congress Square, Tommy's Park, Post Office Park) review and permission is needed from Public Services, Event Office.	X		
*	Do you wish to set up a tent(s) ? (a canopy or tent larger than 10x10 needs to be approved by Public Services and a Tent Permit issued from Inspections Division; please call Inspections for information on their application process / PLEASE give them at least a 2-week notice). Public Services will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): 20x20 Exact Location(s) of Tent Placement Requested: lawn in front of Deering High School In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.	X		
*	Will you be setting up tables and/or chairs ? How many tables: : ~40 chairs: ~20	X		
*	Are other items or equipment being placed on City property ? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List: Stage for live performances, bales of hay	X		
*	Will there be refreshments at the event? Yes Do you wish to sell food ? Yes (If so, you will need approval from Public Services) List food and drink: PREPACKAGED SNACKS & BOTTLED DRINKS FOOD TRUCKS – MAINLY AT FESTIVAL PORTION OF EVENT A Temporary Food Service License (from the City Clerk's Office) is needed, even if food is given away (and even if it is pre-packaged). PLEASE give the Clerk's Office at least a 2-week notice.	X		
*	Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.) ? If so, you will need approval from Public Services, and you will need to apply for a Street Goods Vendor License(s) at the City Clerk's Office. List items you wish to sell: T-SHIRTS & WATER BOTTLES	X		
*	Are you setting up a PA (sound) system ? Yes Are you planning on having Amplified Music Yes Band Yes DJ Yes If so, your event requires a concert license from the City Clerk's Office. (Just voice – i.e. Press Conference, would not require the license because it is not music). For amplified music/speech, there are time restrictions for the Downtown Parks & Squares (music limited to 11:45am – 1:15pm, and 1 hour between 5pm - 8pm).	X		

*	Will your event require electricity ? Electricity is available at some of the parks & squares (Deering Oaks Park, Monument Square, Congress Square, Tommy's Park, Post Office Park, Payson Park, Preble Street Grass Area, Eastern Prom, Fort Allen Park). Some of these electrical boxes need a key for access. (BORROWED FROM DHS GARAGE NEAR FIELD, + DHS CLASSROOM)	X		
*	Are you planning on bringing a Grill for a Barbecue ? Only Gas Grills are allowed in the parks (NO CHARCOAL). Grilling is subject to weather conditions and possibly Fire Dept. review.		X	
*	Will the event require reserved parking spaces / parking meters ? How many? "No Parking" signs may be purchased at Public Services, 55 Portland Street. No Parking signs along Stevens Ave from College to Longfellow Elementary School	X		
*	Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow: 14 barricades, 4 Detour signs A few orange vests and cones may usually be borrowed from Public Services, Event Office. Barricades and signs are borrowed from Public Services, Customer Service.	X		
*	Will your event require street closures ? (Please be specific under "Description of Event")	X		
*	Will your event require Police assistance? An event such as a road race, march in the street, or parade would typically require police assistance.	X		
*	Will your event require Fire/EMS assistance? (For a large walk/race, it is recommended.)		X	
*	Will your event require porta-restroom rental(s) or need existing porta-restrooms cleaned? (Some of the parks already have porta-restrooms. Event participants may use these, but a \$25 fee is assessed for events where attendance is 150 or more.)		X	
*	Do you wish to have a banner over the street to advertise your event ? (Banners hung over Congress St. or Baxter Blvd). Banner inquiries directed to Public Services: 874-8801.	X		

INSURANCE CERTIFICATE INFORMATION

*	Will your event require liability Insurance? (For an event such as a walkathon, race, festival, press conference, concert, etc., the city requires insurance coverage - General Liability. The City of Portland needs to be named as additional insured and the policy endorsed in regards to the event activities on that date). If your event has been approved for serving food, Product Liability is also required, in addition to General Liability.	X		
◆	If you answered yes, please have "City of Portland, Maine" listed as an additional insured on the certificate, in this way: certificate must say either: A) "the policy actually is endorsed to name the City of Portland as an Additional Insured" and a copy of the endorsement must come to the City of Portland with the certificate, or B) "the policy already includes an endorsement, such as the General Liability Expansion Endorsement, by which the City of Portland is, in fact, automatically made an additional insured." A Certificate which merely has a box checked under 'Addl Insr,' or which merely states The City of Portland is named as an Additional Insured, will not be acceptable. The amount of coverage must be shown on the certificate, and the minimum coverage amount is \$400,000. Please have your insurance company fax a copy to Public Services: 207-874-8816 or email to tvn@portlandmaine.gov. (Email preferred)			

PUBLIC SERVICES POLICIES

ELECTRICITY

All cords in the public way must be covered by rugs, mats or orange cones to avoid public hazard. If weather is inclement (drizzle, rain, snow, etc.) we require that you **not use** electricity, unless all connections and equipment are covered and protected from the elements.

BARBECUES - GAS GRILLS ONLY

Only GAS GRILLS are allowed in parks/public spaces – i.e. No Charcoal Grills or open burning. Barbecuing must first be approved by Public Services and is subject to weather conditions, and possible further review by the Fire Dept. Grills must be set up away from children's activities. You must bring a fire extinguisher with you to the grilling area.

PORTA-RESTROOMS / BATHROOM FACILITIES

Porta-Restrooms are required for large events and events where food is being served. Some of Portland's parks already have portable restrooms (*Preble Street Grass Area at the Preble Street Parking Lot – across from Hannafords, *Entrance to Dyer's Flat – beside Payson Park, *Deering Oaks Park –Playground + Ravine, *East End Beach). If over 150 people are expected to attend the event, a \$25 user fee is required (paid to Public Services). The restrooms are cleaned M, W, & F. If you would like to guarantee that they are cleaned just prior to your event, then you need to call the porta-restroom company (Associated Septic, 207-799-1980, M-F) to request and pay for a cleaning.

TRASH

All groups must abide by our Carry In/ Carry Out Policy. Please bring extra trash bags and/or trash receptacles and remove all trash. You will need to haul all of your trash out of the park/public space or forfeit the security deposit(s). The area will be checked following your event and if the park is clean and conditions for use adhered to, your security deposit will be returned to you. Thank you in advance!

PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICLES

Public Services has a strict policy that prohibits vehicles from parking on grass areas/sidewalks/park streets (unless specifically approved

by city staff). \$10 will be deducted from your security deposit for each vehicle parked on grass/sidewalk areas or vehicles parked illegally. **Any tire ruts/damage to the grass areas would mean a forfeit of your security deposits.**

TOBACCO FREE ZONES

By city ordinance, smoking is prohibited at and within 20 feet of the following outdoor recreation and event areas: downtown squares and plazas, trails, parks, playgrounds, beaches, and athletic facilities. Please make sure you pass this information along to participants / spectators at the event.

NOTIFICATION

Please keep a copy of this permit on site at all times. City staff may require proof of permit.

REVOCABLE PERMIT

- ◆ The City reserves the unconditional right to control or cancel events to protect and/or prohibit damage to public property.
- ◆ The City reserves the unconditional right to revoke or revise an issued permit.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES	TYPE INITIALS	JF	DATE	1/13/14
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ASSUMPTION OF RISK & LIABILITY

Users of the area agree to accept the grounds in an "as is" condition and shall be responsible for all risk and liability in using the park/public space area for the said event. By returning this form, (should permission be granted to use city property), the above parties agree to indemnify and hold harmless the City of Portland, its employees and agents, from and against all claims arising out of activities during said event.

I have read the Assumption of Risk & Liability Agreement	TYPE INITIALS	JF	DATE	1/13/14
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CREDIT CARD INFORMATION

Visa or MasterCard Number				Exp Date (Mon/Yr)		
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CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED

PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"

- ◆ Please make out security deposit checks separate from permit fees.

PLEASE RETURN FORM AT LEAST 30 DAYS IN ADVANCE TO: (PLEASE EMAIL APPLICATION IN)

- ◆ Public Services, Event Office ~ 55 Portland Street ~ Portland ~ ME ~ 04101 **email preferred:** tvn@portlandmaine.gov

TOTAL AMOUNT(S) DUE TO PUBLIC SERVICES (Please make all security deposit checks out separately)

Permit Fee for use of area: \$40 per hour (i.e. a 3 hour event totals \$120) includes use of elec. If your event is rained out / cancelled, the bulk of the fee is returned (however \$40 is non-refundable) Number of Hours of Use:	\$ N/A City co-sponsored event	Vest, Barricade, Cone Deposit: \$10 per/item	\$
Electricity: \$5per/hr (fee only pertains to 1 st Amendment uses – i.e. no charge if paying hourly fee)	\$	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	\$
Key Deposit: \$50 per key	\$	Other (Porta-Restroom User Fee, etc.)	\$

PLEASE BE SURE AND INITIAL, DATE AND/OR ANSWER ANY HIGH-LIGHTED YELLOW BOXES.

FOR OFFICE USE ONLY

DATE REC'D APPLICATION		DATE REC'D INSURANCE		PERMIT FEE AMT REC'D	\$	SECURITY DEPOSIT	\$		
PAYMENT TYPE									
VISA	\$	MC	\$	CK #		CK AMOUNT	\$	CASH AMT	\$

Temporary Staging Information: Green Neighbor Family Fest

Deering High School Front Lawn, April 26, 2014, 9:30 a.m.—2:00 p.m.

Installer & Contact Info.:

A+ Party Rental

10 Washington Ave.

Scarborough, ME 04074

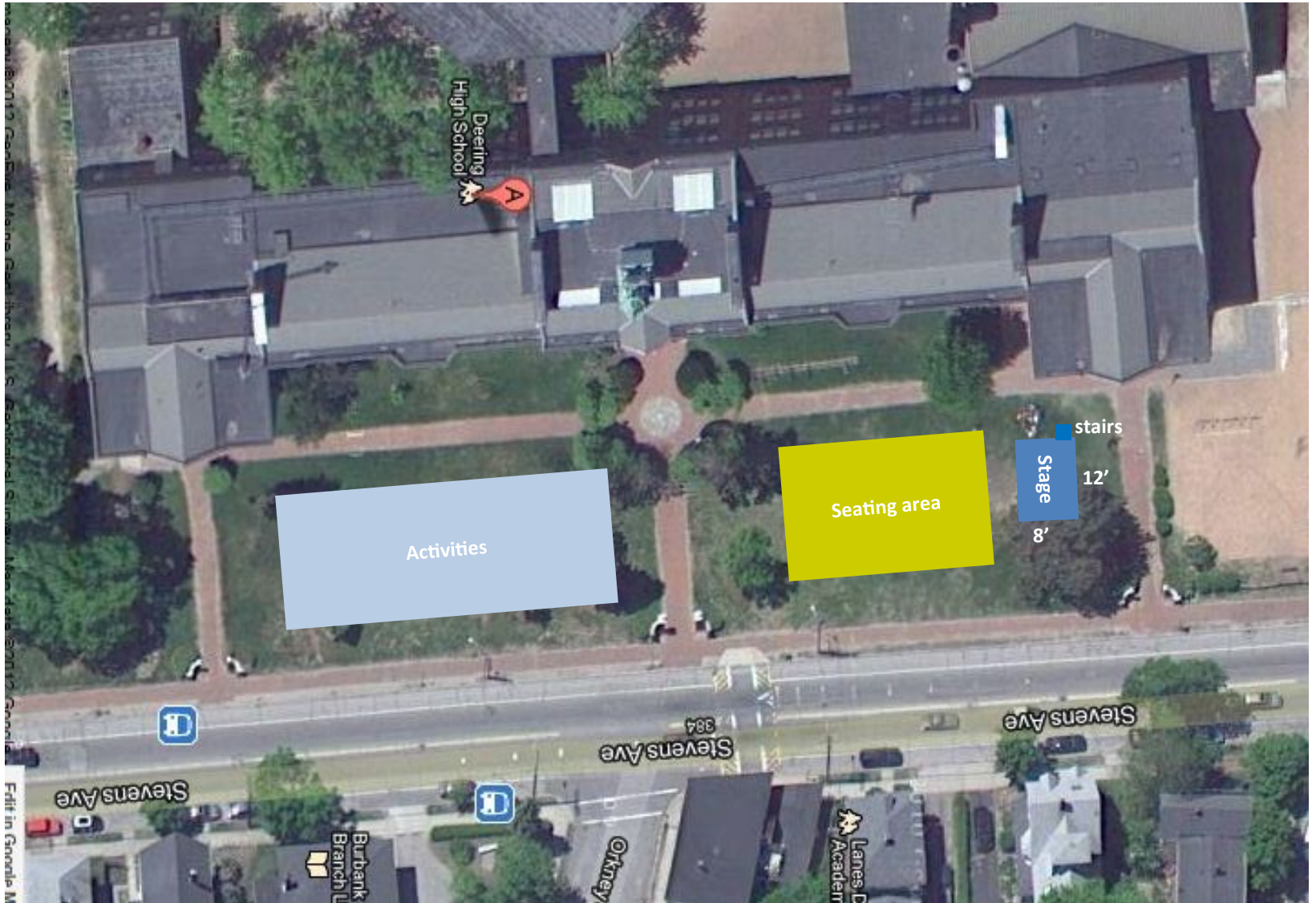
207-883-4472

Parking:

Parking for the event will be behind DHS on Access Rd. and on surrounding streets. We have worked with Public Services & Parks & Rec. to secure approval for this parking plan. Parking on Stevens Ave in front of DHS will be closed to increase visibility and to allow for those putting on festival activities to unload and load.

Plot plan

*NOT TO SCALE

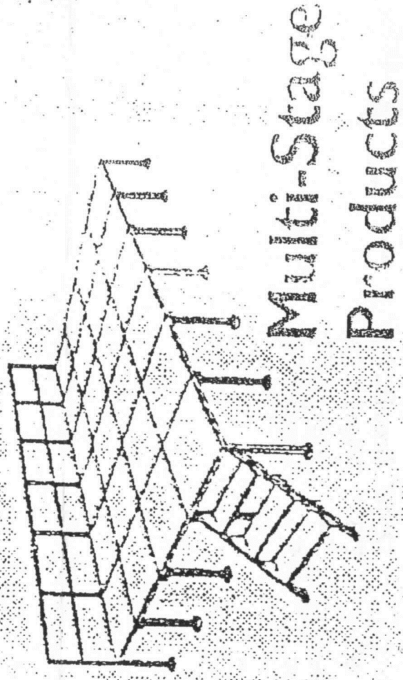


Temporary Staging Product
 Information sent by
 A+ Party Rental



A Member of the plettac Group

125 Taylor Parkway Ph: (419) 445-8915 or (800) 537-0540
 Archbold, OH 43502-9309 Fax: (419) 445-0367, www.biljax.com



Sizes available for the Multi-Stage decks include the popular 4' square section, a 2' x 4' section and a 45° corner section. Standard decks include a 3/4" AC exterior plywood stained in gray enclosed in a steel frame edge protector. Other deck options are available.

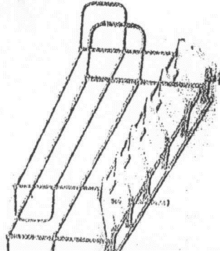
CAPACITY 150 PSF
(732kg per sq. meter)

Standard on all decks is the original cam lock feature which firmly fastens stage sections together from the top of the stage platform. Cam lock holes are neatly plugged with a cap to fill the surface.

OPTIONS

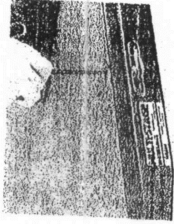
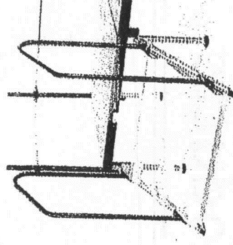
Adjustable stair packages come complete with stair stringers, stair stringer extensions, hand aluminum stair planks. These stair packages offer easy access to the stage platform area and can be set to fit various stage heights within the package range.

The new Ultra-Stair decreases set up time and labor. Multiple units are available for platform heights from 24". The units, with detachable handrails, fold flat for storage and ease in shipment.



Package Sizes Available:

Size	Stage Ht.	Pkg.
12"-18"	Stage Ht.	Pkg.
2'-3'	Stage Ht.	Pkg.
3'-4'	Stage Ht.	Pkg.
4'-6'	Stage Ht.	Pkg.



4' Deck Section

State of Maine

CERTIFICATE OF INSURANCE

Producer <i>State of Maine Risk Management Division 85 State House Station Augusta, Maine 04333 Telephone: 1-800-525-1252</i>	ISSUE DATE: 01/02/2014 # 702
	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
	COMPANIES AFFORDING COVERAGE COMPANY LETTER A <i>State of Maine Self Insurance Fund</i>
Named Insured <i>Agriculture, Conservation And Forestry Soil & Water Dist. Windham 35 Main Street, Suite 3 Windham, Me 04062</i>	COMPANY LETTER B

COVERAGES

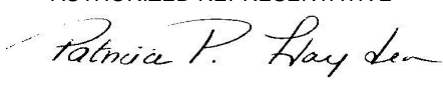
THIS IS TO CERTIFY THAT POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES PRESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	<u>GENERAL LIABILITY</u> MAINE TORT CLAIMS ACT	<i>IMF14/105</i>	<i>07/01/2013</i>	<i>07/01/2014</i>	BODILY INJURY AND PROPERTY DAMAGE COMBINED PER OCCURRENCE	<i>\$400,000.00</i>
	<u>AUTOMOBILE LIABILITY</u> ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS				BODILY INJURY AND PROPERTY DAMAGE COMBINED PER OCCURRENCE	
	WORKERS' COMPENSATION	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>STATUTORY LIMITS</i>	
	OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS / EVENTS:

USE OF DEERING HIGH SCHOOL PREMISE FOR URBAN RUNOFF 5K RACE AND GREEN NEIGHBOR FAMILY FEST ON SATURDAY APRIL 26, 2014; CUMBERLAND COUNTY SOIL AND WATER CONSERVATION DISTRICT

Additional Insured (AI) status is limited to those areas where the named insured is primarily liable and immunities are waived under the Maine Tort Claims Act (MTCA). Protections afforded the named insured under the MTCA do not necessarily apply to any AI and do not extend to professional or employers' liability matters.

CERTIFICATE HOLDER and ADDITIONAL INSURED <i>City of Portland 134 Congress Street, Suite 2 Portland, ME 04101</i>	CANCELLATION / ALTERATION CANCELLATION / ALTERATION - Should any of the above described policies be cancelled or altered before the expiration date thereof, the issuing company will attempt to give 10 days written notice to the certificate holder. AUTHORIZED REPRESENTATIVE  Patricia Hayden, Risk Assessor
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Sonia Bean - Urban Runoff/Green Neighbor Family Festival 2014

From: Doug Roncarati
To: Mark Rees
Date: 1/14/2014 10:19 AM
Subject: Urban Runoff/Green Neighbor Family Festival 2014
CC: Sonia Bean; Ted Musgrave
Attachments: UR race flyer_1.pdf

Good Morning, Mark,

On April 26, 2014 the City will be hosting the 3rd Annual Urban Runoff 5K Race and Green Neighbor Family Festival within the Capisic Brook Watershed to raise awareness about stormwater issues. We will, again, be working with the Cumberland County Soil & Water Conservation District and Interlocal Stormwater Working Group to organize the events. IDEXX will be the major corporate sponsor of the Urban Runoff 5K for the third year running.

I would greatly appreciate it if you would, once again, grant us permit fee waivers since these events are being hosted, sponsored & funded, in part, by the City to meet water quality outreach and education requirements under our state stormwater permit. This is also a very affordable way for us to work with other municipalities and local partners to reach out to the residents and businesses of the Greater Portland Area to help them understand the importance of protecting water quality in our streams, rivers and coastal waters and how they can make a difference.

Thank you for considering my request,
Doug

Doug Roncarati
Stormwater Program Coordinator
City of Portland
Department of Public Services, Engineering
(207) 874-8848

*OK to waive fees,
but not direct costs
~~like~~ Per police,
ambulance,
recertification
etc.*

DR
1/15/13